



July XX, 2006

Dear Prospective Exhibitor:

Attached please find an Exhibitor Registration Form and the conference facility layout plan to assist you in reserving an exhibit booth for the 2006 Summit. This conference is co-sponsored by the Michigan State Police Emergency Management and Homeland Security Division (EMHS) and the Michigan Emergency Management Association (MEMA) .

The Summit has seen record numbers of attendees in recent years. Conference planners are once again expecting an outstanding turnout for 2006. We are working with Art Craft Display to ensure the best possible experience for exhibitors at this conference. The exhibit area will be located in the midst of conference activities to facilitate the best possible exposure for exhibits.

Exhibitors will also have opportunities for additional exposure by sponsoring select events or functions. If you would like additional information regarding sponsorships, please contact me as soon as possible.

Booths will be sold on a first come - first served basis. Exhibitors should return the Exhibitor Registration Form via mail or fax. Booths will be awarded as follows:

- Booths of choice will be awarded to exhibitors on a first-come, first-served basis as registration forms are received.
- If all of your booth choices have been awarded to other exhibitors, you will be assigned the next available booth number counting down from your first choice.
- Complimentary booths (for non-profit organizations) will be assigned last, after all paid exhibitor booths have been awarded. As of the date of this mailing, the number of complimentary booths has not been established.
- Reservation requests received via email will not be honored.

We look forward to seeing you at the 2006 Summit at the Grand Traverse Resort in Acme, Michigan!

Sincerely,

Jerry W. McCoy
Conference Exhibit Coordinator

Attachments:
Exhibitor Registration Form
Grand Traverse Resort Conference Layout Plan